

Saltash Town Council



Join Our Team - Administration Officer

Full time: 37 hours per week / NJC range 13-17 (£29,064 - £31,022)

Why join Saltash Town Council:

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2025-26: 19.5%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- 24 days annual leave plus bank holidays
- Additional 4 days annual leave after five years of service
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Council services (where appropriate for the role)

Purpose of the role:

Saltash Town Council is looking for someone to join a dedicated team and play a vital role in supporting the Office Manager / Assistant to the Town Clerk and the wider Administration Department.

You'll help ensure the smooth and efficient day-to-day operations of the Town Council by assisting with a variety of administrative duties and responsibilities.

This collaborative role is key to maintaining effective communication across departments, with Town Councillors, stakeholders, and members of the public, helping to keep everything running seamlessly.

You'll also contribute to upholding Town Council policies and procedures, identifying and raising any areas for improvement. A key part of your role will involve providing administrative support for Committee and Town Council meetings, working closely with the Assistant to the Town Clerk to ensure meetings are well-organised and professionally managed.

This is a fantastic opportunity to be part of a team that makes a real difference in the local community.

The ideal candidate will:

- Be a highly organised and proactive individual with a strong sense of teamwork and attention to detail.
- Have experience in administrative support, ideally within a local government or public sector setting.
- Be confident in managing day-to-day tasks that contribute to the smooth running of Town Council operations.
- Comfortable working within established policies and procedures, with the ability to identify areas for improvement and raise them appropriately.
- Demonstrate excellent communication skills and have a commitment to serving the community

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**Contract:**

Full-time employment - 37 hours per week, typically Monday to Friday 9am to 5pm with additional responsibilities that include attending evening Town Council Committee meetings and Civic Events as required.

Location:

The Guildhall, Saltash, Cornwall

How to Apply:

Applications will only be accepted on the official Town Council application form which includes space for a supporting statement of 750 to 1000 words, please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Share with us what makes you suited to this role and why, what you can do and the skills you have that are transferable to the key requirements, and the life experience or passion you have that are linked to this role.

CV's or previous applications will not be accepted.

Refer to the Town Council [website](#) to download the application form and supporting documents relating to this role.

Please contact judy@hrsupportconsultancy.co.uk or telephone 01822 870270 if you would like to discuss the role prior to completing the application form.

Interview:

Shortlisted candidates will be invited to a face-to-face interview where you will be asked to complete a short 15-minute task designed to assess your ability in policy interpretation and problem-solving. This, along with a number of questions will be used to assess your suitability for the role.

To help you prepare and settle into the interview you will be sent further details 3 clear working days prior to your interview.

Selection and Feedback:

We will notify you if you have been shortlisted for interview. Feedback will only be provided following an interview.

Closing Date:

Tuesday 23 September at 12 noon. However, please feel free to apply as soon as possible, applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.